

**Executive Host Information 2005  
Placement Week November 15-19, 2004**

Office Name: National Marine Sanctuary Program

Position Title: Program Analyst

How many total staff are in your immediate office / branch? (Select one option, mark with X)

1-5	
6-10	
> 10	x

Have you previously hosted a Sea Grant fellow (Select one option, mark with X)

Yes	x
No	

If yes, how many? At least one for the last ten years

If fellow is currently on assignment, please provide contact information.

Name	Vicki Wedell
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Does your office accept non-United States (foreign) citizens? (Select one option, mark with X)

Yes	x
No	

**Organizational Overview**

***Mission Statement:*** (Please limit to 30 words.)

The National Marine Sanctuary Program's vision is to inspire people through education, research, public outreach, ocean exploration, and marine management to value marine sanctuaries as treasured places today and for future generations.

***Brief Overview of Your Office's work:*** (Please limit to 150 words.)

The National Marine Sanctuary Program (NMSP) serves as trustee for a system of thirteen marine protected areas, encompassing 18,000 square miles of marine and Great Lakes waters from Washington State to Florida Keys, and from Lake Huron to American Samoa. Protecting sanctuary resources requires a great deal of planning, management, and cooperation between federal, state and local officials. The NMSP works cooperatively with its partners and the public to balance enjoyment and use with long-term conservation. The program's three headquarters branches – national programs, communications and development, and conservation policy and planning – support the system's thirteen sites (one additional site, the Northwestern Hawaiian Islands Coral Reef Ecosystem Reserve, is in the process of being designated the 14<sup>th</sup> sanctuary).

Do you have partnership projects, multi-agency workgroups, or working relationships with other offices? Please list.

The National Marine Sanctuary Program routinely works with most other National Oceanic and Atmospheric Administration offices, as well as with other federal agencies such as the Department of Interior, the U.S. Navy, and the Army Corps of Engineers.

**Assignment Description.**

*It is understood that the fellow's specific responsibilities will be tailored to his / her unique skills and interests. Please articulate probable assignments and duties and the education / professional development that these tasks will bring to the fellow.*

Estimated Fellow Travel, Out-of-Office: (Select one option, mark with X)

0 days / month	
1-3 days / month	x
4-7 days / month	
8-10 days / month	
> 2 weeks / month	

Estimated DC-Area Travel: (Select one option, mark with X)

0 days / month	
1-3 days / month	x
4-7 days / month	
8-10 days / month	
> 2 weeks / month	

Does this position require mandatory skills: (Select one option, mark with X)

Yes	
No	x

If yes, please list. (e.g. SCUBA certification, Spanish fluency, etc.).

SCUBA certification is highly encouraged so that the sanctuary underwater resources might be experienced first hand, but is not needed for the position.

Desired Background Skills: Please list. (e.g. strong written / communication skills, knowledge of Microsoft PowerPoint software, etc.).

Ability to comprehend intricate regulatory and legislative details a must.
Willingness to work on various projects across the spectrum of program operations as circumstances dictates.
Strong written communication skills highly desirable.
Strong analytical ability highly desirable.

In 300 words or less, please describe the tasks, duties, or projects the fellow will undertake, the skills a fellow will gain, and the deliverables a fellow can expect to produce from completing these tasks.

In general, the fellow can expect a dynamic and challenging experience. The Sea Grant Fellow will have the opportunity to work directly in the Director's Office under the Senior Policy Advisor. The Director's Office will often delegate projects to one of the three branches of the National Marine Sanctuary Program: the Conservation, Policy and Planning Branch (CPPB), the Technical Programs and Support Branch (TPSB), and to the Communication, Education, and Outreach Branch (CEOB). The Fellow will have opportunity to participate in and potentially lead projects in one or more of these areas. The CPPB works on management plans for sanctuaries, regulations, permitting, and policy development. The TPSB manages the sanctuary research and science programs, including damage assessment and emergency response and also provides the technical support for information management including mapping. The CEOB manages the educational and outreach programs of the sanctuaries.

This assignment will afford the individual broad, hands-on experience with the development of program-wide management, science and policy issues. The NMSP senior management is called upon to address policy issues, budget concerns, and legislative questions, often on short notice and requiring quick turnaround. By working closely with program leadership, the Fellow will learn a great deal about how government actually works and help develop both sanctuary-specific and system-wide plans. Although the number of potential tasks will vary greatly, the Fellow's responsibilities will generally include assisting senior management in various tasks responding to specific requests regarding program budget development, review of environmental legislation and regulations under Congressional and administrative consideration, and response to public inquires. The Fellow will be supervised by the Senior Policy Advisor to the Director.